



ANNOUNCEMENT FOR OPEN NONPROMOTIONAL TESTING Public Health Chemist III (Supervisor)

Spot: Los Angeles

Final Filing Date: **January 9, 2004**

Bulletin Release Date: November 21, 2003

TF55 -8069

4HA02-02



California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age, or sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the state, the rules governing civil service, and the special trust placed in public servants.

WHO SHOULD APPLY: Persons who meet the minimum qualifications (entrance requirements) as stated on this announcement should apply. This is an open nonpromotional examination. Applications will not be processed on a promotional basis, but career credits do apply. Candidates eligible to receive career credits must indicate that they are employed with the State of California in item #4 of the application Form STD. 678.

HOW TO APPLY: To learn more about the examination and testing arrangements, contact the testing office shown below. Applications are available and may be filed in person or by mail with:

| | | |
|-------------------|--|-----------------------|
| | DEPARTMENT OF HEALTH SERVICES | (916) 552-8340 |
| | SELECTION UNIT | |
| In Person: | 1501 Capitol Avenue, Suite 1501 | |
| By Mail: | MS 1301 | |
| | P.O. BOX 997411 | |
| | Sacramento, CA 95899-7411 | |

DO NOT SUBMIT APPLICATIONS TO THE STATE PERSONNEL BOARD

CROSS FILING INFORMATION: If you meet the requirements for the Public Health Chemist III (Specialist) scheduled at the same time, you may file for multiple examinations on a single application. You must indicate the class title(s) for each examination you are applying on the application Form STD. 678.

FINAL FILING DATE: Applications must be submitted by **January 9, 2004**, the final filing date. Applications postmarked, personally delivered, or received via interoffice mail after the final filing deadline will not be accepted.

SPECIAL TESTING INFORMATION: If you have a disability that requires accommodation, mark the appropriate box on the application Form STD. 678. You will be contacted to make specific arrangements.

EXAMINATION DATE: It is anticipated that interviews will be held in March 2004. Ordinarily, oral interviews are scheduled in Southern California. However, locations of interviews may be limited or extended as conditions warrant.

SALARY RANGES: \$4520 - \$5452 per month.

IDENTIFICATION REQUIREMENT: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

POSITION DESCRIPTION: This is the full supervisory level in the series. Under general direction, has charge of one or more functional sections of a laboratory which involve a substantial amount of complex, nonstandardized, innovative chemical work; supervises a group of professional chemists and technicians; assists in the management of the laboratory in such work as budget preparation, purchasing, and operational planning; develops and evaluates new analytical methods and procedures; consults with, evaluates, and interprets experimental data for outside laboratories; reviews current literature and prepares papers for publication. The greatest portion of time is spent performing administrative and supervisory duties.

Positions exist with the Department of Health Services in Los Angeles.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION: It is your responsibility to make sure you meet the education and/or experience requirements stated on this announcement by **JANUARY 9, 2004**, the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required.

NOTE: Applications/resumes **MUST** include "to" and "from" dates (month/day/year), time base, civil service class title(s), and range (if applicable) for all work experience. College course information **MUST** include: title, number of semester or quarter units, name of institution, completion dates, and degree (if applicable).

Applications/resumes received without this information will be rejected.

MINIMUM QUALIFICATIONS: Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as "Either I," "or II," "or III," etc.

Either I

Two years of experience in the California state service performing the duties of a Public Health Chemist II.

Or II

Experience: Four years of professional chemical experience in making difficult analyses related to foods and drugs chemistry, sanitary chemistry, air or industrial hygiene, radiochemistry, or clinical chemistry, two years of which must have been in a recognized supervisory capacity. (Possession of Master's Degree in Chemistry or a closely related field from a recognized university may be substituted for the two years of nonsupervisory experience.)

and

Education: Equivalent to graduation from college with major work in chemistry, biochemistry, or a closely related field.

EXAMINATION INFORMATION: The examination will consist of a Qualification Appraisal Panel (QAP) that is weighted 100 percent. The QAP will include a number of predetermined job-related questions. Competitors who do not appear for the QAP will be disqualified and eliminated from the examination process.

EXAMINATION SCOPE: Emphasis in evaluating depth and breadth of experience and relative abilities, will be placed on measuring competitively, relative to job demands, each competitor's:

Knowledge of:

1. Fundamentals of organic, inorganic, analytical, and physical chemistry and biochemistry.
2. The principles, procedures, and equipment used for chemical and related analyses.
3. Quantitative and qualitative chemical and related analyses.
4. Analysis and instrumental methods of analysis.
5. Clinical methods and toxic effects of compounds and substances.
6. Methods of instrumental analyses.
7. Provisions of applicable laws, rules, or regulations.
8. Statistics and report writing.
9. Research methods and procedures.
10. Research and development.
11. Alternate chemical analyses test methods.
12. Sophisticated and complex laboratory instrumentation and its data processing capabilities.
13. Principles of personnel management and supervision.
14. A manager's role in Equal Employment Opportunity and the processes available to meet the Department's objectives.

Ability to:

1. Perform accurate chemical analyses following standardized methods.
2. Testify as an expert witness.
3. Assist in the development of analytical procedures for specific needs.
4. Learn, interpret, and apply to specific work assignments provisions of laws, rules, or regulations.
5. Analyze and interpret test information.
6. Write technical papers and reports and analyze situations accurately and report results.
7. Develop new procedures or revise current procedures.
8. Collect and organize data for court presentations.
9. Act as a consultant or lead person
10. Prepare complex reports.
11. Develop and implement original and creative approaches to solving the most complex public health chemical analysis problems.
12. Select and modify instruments and other equipment.
13. Develop new, and modify existing analytical methods and procedures.
14. Plan, direct, and do research and development.
15. Perform difficult and complex chemical and related physical analyses.
16. Prepare reports and papers for internal distribution and official publication.
17. Direct the work of others.
18. Prepare material for budgets;
19. Plan, organize, and coordinate the varied complex projects under his/her management;
20. Communicate effectively before groups.
21. Effectively contribute to the Department's Equal Employment Opportunity objectives.

ELIGIBLE LIST INFORMATION: In order to obtain a position on the eligible list, a minimum rating of 70 percent must be attained. A departmental open list will be established for use by the department(s) listed on this announcement. The list will expire 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

VETERANS PREFERENCE: Veterans' preference credits will not be granted in this examination since it does not qualify as an entrance examination.

GENERAL INFORMATION

If a candidate's notice of oral interview or performance test fails to reach him/her prior to the date of the interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at the State Personnel Board office, through the Internet at <http://www.spb.ca.gov>, at local offices of the Employment Development Department, and at the Department noted on this announcement.

If you meet the requirements stated on this announcement, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. All successful candidates will be ranked according to their final scores.

The Department of Health Services reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Eligible Lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, and 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in from one to four years unless otherwise stated on this bulletin.

General Qualifications: In addition to the scope defined on this announcement, candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

Career Credits are granted in open, nonpromotional examinations to: 1) State employees with permanent civil service status; 2) full time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution http://www.leginfo.ca.gov/const/article_7, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt positions; and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device.

The California Relay (Telephone) Service for the Deaf or Hearing Impaired:

MCI From TDD: 1-800-735-2929 MCI From Voice Telephone: 1-800-735-2922
Sprint From TDD: 1-888-877-5378 Sprint From Voice Telephone: 1-888-877-5379